UNSW Safety and Risk Committee Membership and Terms of Reference

Authorised by UNSW Council 1 December 2025

A. Membership as at 1 July 2026

Name	Role	Term
Mr James Hooke, Chair	Council Member	To 30 June 2028
Professor Attila Brungs	Vice-Chancellor and President	ex officio
Professor Alex Steel	President of the Academic Board	ex officio
Mr Peter Binetter	External Member	to 30 June 2027
Dr Jen Hamer	External Member	To 30 June 2028
Mr Steve Ferguson	Representative of the Audit Committee	to 30 June 2028
Vacant	Council Member	
Vacant	Council Member	
Vacant	External member	

B. Terms of Reference

1. Purpose

The Safety and Risk Committee assists Council in discharging its oversight obligations in the areas of safety and risk by providing independent and objective review, advice and assistance, noting that Council has delegated to University management responsibility for managing all safety and risk matters of the University and its controlled entities.

2. Composition

There will be up to 9 members, the majority of whom will be external members.

The Committee will comprise:

- Three members of Council.
- Up to three external members with appropriate professional expertise and experience appointed by Council on the recommendation of the Chair of the Committee, one of whom must be a member with expertise in student and staff safety and wellbeing.
- One representative of the Audit Committee of Council.
- The Vice-Chancellor and President (who is a member under clause 5(2) of the UNSW By-law 2005, and may choose to absent himself from meetings from time to time).
- The President of the Academic Board.

3. Chair

The Chair is appointed by Council from among those Council members who are not employees of the University.

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4. Attendees

The Committee may, with the consent of the Chair, invite any person or persons to all or part of its meetings to assist the Committee in its work. The following officers will normally attend each meeting:

Chief Assurance and Legal Officer
Director, Risk
Chief Information Officer (for their items)
Director, Safety
Director, Internal Audit (Observer)

Other senior staff who are responsible for the management of relevant risks will attend as required for all or part of each meeting.

5. Quorum

The quorum for the Safety & Risk Committee is a majority of the total number of members for the time-being of the Committee.

6. Reporting to Council

The minutes of each meeting will be included in Council papers and the Chair will draw any urgent or special matters to the attention of Council as the Committee suggests.

The Committee will endorse reports to Council and seek presentations from management as required.

The Committee will refer to the Audit Committee matters relevant to the areas of internal control, including fraud control, financial reporting and the audit process that come to its attention.

7. Schedule of Meetings

Four regular meetings per annum are scheduled to report to the following Council meeting, and additional meetings as required with the consent of the Chair.

The Safety and Risk Committee may have a combined annual meeting with the Audit Committee of Council, to be decided following consultation with the Chairs of both committees.

8. Role and responsibilities

8.1 Risk management

a. Review and advise on the University's risk management framework and plans for identifying, monitoring and managing material risks. This will include:
   i. reviewing reports on strategic and operational risks,
   ii. reviewing the University's risk appetite statements and considering annual reports on performance against the statements,
   iii. reviewing the impact of UNSW's risk management framework on its control environment, and
   iv. monitoring and reviewing processes for identifying, assessing and prioritising climate-related risks and opportunities and ensuring these risks are integrated into the University's overall risk management framework.
b. Review the effectiveness of business continuity arrangements including alignment with disaster recovery plans.
c. Review risk management plans and reports from the University's controlled entities as required under UNSW's *Controlled Entities Procedure.*

8.2 Health and safety

a. Review and provide feedback on the University's health and safety management framework and plans for identifying, monitoring and managing material health and safety risks. This will include:
   i. Monitoring the adequacy of health and safety management by considering reports on incidents, hazards, injuries, worker's compensation and emerging safety risks,
   ii. reviewing the effectiveness of the University's safety management system, and
   iii. reviewing strategies established by management to promote a culture of health and safety,

including psychosocial safety.

b. Receive advice from the Level 1 Health & Safety Committee and management regarding compliance with relevant workplace health and safety legislation.
c. In relation to the *National Higher Education Code to Prevent and Respond to Gender-based Violence*:
    i. oversee the implementation and periodic review of the Whole-of-Organisation Prevention and Response Plan for gender-based violence, and
    ii. monitor biannual reporting against the outcomes framework for the Prevention and Response Plan, including de-identified incident data, systemic risks, trends, and opportunities for improvement.

8.3 Compliance and insurance

a. Oversee the University's compliance framework and review its effectiveness for monitoring compliance with relevant laws and regulations.
b. Consider reports on legislative compliance, including the University's annual report on its legislative compliance framework and compliance certification program.[[The Remuneration and People Committee will oversee compliance with workplace laws, other than those relating to work, health and safety and workers' compensation].
c. Review the University's insurance coverage and risk reduction practices at least annually, having regard to the University's business and insurable risks.

8.4 Other functions

a. Advise Council, Council committees, and/or the Vice-Chancellor on relevant matters within its purview, including any safety and risk matters that could materially affect the University's reputation or operations.
b. Exercise any powers that the Council may delegate.
c. Constitute sub-committees or working parties to assist the Safety and Risk Committee in carrying out its functions.

9. Resolutions without meetings (Circular resolutions)

a) The Chair may approve that a matter is urgent and cannot wait until the next scheduled meeting of the Safety and Risk Committee. In such cases, a circular resolution and relevant documentation will be circulated electronically to all Committee members for consideration and approval.

b) The resolution will be passed if a majority of members approve the resolution, unless two or more members request that the issue raised in the circular resolution be discussed at a meeting instead.

c) The Committee will be informed of the result and the circular resolution will be tabled at the next meeting of the Committee for incorporation into the formal record.

Notes

i. The Safety and Risk Committee does not have authority to implement actions over which the Vice-Chancellor and President or nominee has responsibility; it does not have any delegated financial powers, and it does not have any management function.

ii. These Terms of Reference and the functioning of the Committee will be subject to a periodic review by Council, including self-assessment by the Committee, to ensure that it is operating effectively and fulfilling its functions.